13 FAM 020
GENERAL TRAINING RESPONSIBILITIES

(CT:TPD-08; 06-01-2011)
(Office of Origin: FSI)

13 FAM 021 OVERSIGHT RESPONSIBILITIES

13 FAM 021.1 Secretary of State

(CT:TPD-03; 12-20-2007)
(State only)
(Applies to Foreign Service and Civil Service Employees)

The Secretary is authorized to establish and implement needed training programs in the Department and to provide the required resources necessary to establish and maintain such programs.

13 FAM 021.2 Assistant Secretaries

(CT:TPD-03; 12-20-2007)
(State only)
(Applies to Foreign Service and Civil Service Employees)

Assistant Secretaries and those of equivalent rank are responsible for aiding the Secretary in fulfilling Department policy with respect to the training and development of employees within their respective bureaus.

13 FAM 021.3 Director of the Foreign Service Institute and the Director General of the Foreign Service and Director of Human Resources

(CT:TPD-03; 12-20-2007)
(State only)
(Applies to Foreign Service and Civil Service Employees)

a. The Director of the Foreign Service Institute (FSI) is appointed by the Secretary of State and is the Department's chief training official. The Director is responsible for establishing, administering, evaluating and maintaining training which meets the needs of the Department of State

and may provide such training to employees of other agencies.

b. The Director General of the Foreign Service and Director of Human Resources is responsible for assigning members of the Foreign Service and Civil Service employees to training and working with the Director of the Foreign Service Institute FSI to help ensure that the Department's training programs meet Foreign Service and Civil Service needs.

13 FAM 022 IMPLEMENTATION RESPONSIBILITIES

13 FAM 022.1 The Foreign Service Institute

(CT:TPD-03; 12-20-2007)
(State only)
(Applies to Foreign Service and Civil Service Employees)

With the exception of security training covered under Title 22 U.S.C. 4802(a)(2)(F), FSI is responsible for:

(1) Designing appropriate training courses and programs to meet the Department's needs;

(2) Approving requests for training (including conferences, seminars and workshops in line with 5 CFR 410.404) and related matters including tuition and fee reimbursement;

(3) Budgeting training funds based on training needs;

(4) Purchasing spaces at Office of Personnel Management (OPM) seminar centers and other U.S. Government organizations and enrolling students in these seminars;

(5) Reviewing all proposed contracts and training programs with outside training contractors to ensure that such training is appropriate and relevant and does not duplicate FSI offerings and/or other Department training programs;

(6) Evaluating courses;

(7) Keeping records of all enrollments and expenses incurred;

(8) Maintaining the Department's official corporate record of employee training, which becomes part of employees' official personnel records;

(9) Maintaining the Department's official Learning Management System, a platform for the delivery of technology-based distance learning products and services; and

(10) Reviewing all proposed distance learning products and services to be utilized by State personnel to ensure that such products are appropriate and relevant, do not duplicate FSI offerings, meet Federal requirements (e.g., Section 508 compliance), and are capable of being run through the Department's Learning Management System.

13 FAM 022.2 Office of Civil Service *Human Resources Management* (*HR/CSHRM*)

(CT:TPD-08; 06-01-2011)
(State only)
(Applies to Foreign Service and Civil Service Employees)

HR/CSHRM is responsible for:

(1) Providing advice to the bureau's executive directors and training officers on training matters to ensure that training is responsive to the Department's needs;

(2) Ensuring that Career Development Resource Center (HR/*CSHRM*/CDRC) career counselors are sufficiently informed to provide appropriate employee counseling;

(3) Making recommendations on changes or improvements in the training programs as needed; and

(4) Coordinating external leadership and professional development programs.

13 FAM 022.3 Bureau Executive Directors

(CT:TPD-03; 12-20-2007)
(State only)
(Applies to Foreign Service and Civil Service Employees)

Bureau executive directors are responsible for:

(1) Ensuring their bureau's compliance with policies and procedures promulgated by FSI and the Department;

(2) Identifying bureau training needs;

(3) Designating bureau training officers;

(4) Ensuring appropriate training for bureau training officers;

(5) Ensuring attendance of employees who have been selected for training;

(6) Ensuring that all required Individual Development Plans (IDPs) have been developed;

(7) Making reports on training activities as requested;

(8) Requesting and obtaining funds for travel connected with training; and

(9) Promoting equal opportunity in nominating and selecting employees for training opportunities.

13 FAM 022.4 Bureau Training Officers

(CT:TPD-08; 06-01-2011)
(State only)
(Applies to Foreign Service and Civil Service Employees)

Bureau training officers are responsible for:

(1) Developing a bureau career guide that outlines the profiles of major occupations within their respective bureau, including descriptions of knowledge, skills, and abilities necessary for each occupation and grade;

(2) Identifying employee-training needs;

(3) Counseling employees;

(4) Providing information on training opportunities;

(5) Assisting in the preparation of IDPs;

(6) Approving requests for training;

(7) Ensuring timeliness of requests;

(8) Coordinating training requests with HR/*CSHRM* for special development programs;

(9) Ensuring that all training requests (including contracts for training purposes) are processed through FSI;

(10) Reporting on training activities and evaluating the effectiveness of training received by bureau employees as requested; and

(11) Promoting equal opportunity in nominating and selecting employees for training opportunities.

13 FAM 022.5 Managers and Supervisors

(CT:TPD-03; 12-20-2007)
(State only)
(Applies to Foreign Service and Civil Service Employees)

Managers and supervisors are responsible for:

(1) Determining the specific needs of their employees and ensuring that employees receive training for effective job performance;

(2) Supporting the bureau's training officer activities;

(3) Evaluating job-related training effectiveness;

(4) Approving employees' absences from regular duty to participate in approved training activities;

(5) Participating in the preparation of employees' IDPs;

(6) Nominating employees for training;

(7) Ensuring that they and their employees have current and up-to-date training;

(8) Encouraging and recognizing employees' self-development; and

(9) Promoting equal opportunity in nominating and selecting employees for training opportunities.

13 FAM 022.6 Principal Officers

(CT:TPD-03; 12-20-2007)
(State only)
(Applies to Foreign Service Employees)

At posts under their authority, principal officers shall:

(1) Supervise and coordinate all post-based training activities;

(2) Arrange for participation in orientation, language, and other training

conducted at post;

(3) Ensure the distribution of information concerning courses, programs, and studies conducted by FSI or university programs conducted under its auspices; and

(4) Designate a post-training officer (customarily the management or human resources officer) to assist in carrying out these responsibilities.

13 FAM 022.7 Employees

(CT:TPD-03; 12-20-2007)
(State only)
(Applies to Foreign Service and Civil Service Employees)

Employees, at all levels, are responsible for considering training that will enable them to:

(1) Improve their present performance; and

(2) Prepare them for more responsible work in accordance with the needs of the Department and their own abilities. This includes:

(a) Participating in planning for their career development including the preparation of their IDPs;

(b) Initiating self-development activities;

(c) Completing evaluations of training courses attended; and

(d) Adhering to the Department's training policies and procedures including attendance requirements.

13 FAM 023 THROUGH 029 UNASSIGNED